



<b>Job Title</b>	<b>Senior Analyst</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>12777</b>

## Class Specification – Senior Analyst

### Summary Statement:

The purpose of this position is to perform a wide variety of complex professional, analytical, and administrative duties in support of an assigned department or division; to plan, coordinate, direct, and evaluate assigned systems, procedures, and operations; to perform a variety of complex analyses, studies, and research projects as requested by higher level staff; and to participate in the full range of assigned administrative and financial processes.

**DISTINGUISHING CHARACTERISTICS:** This is the advanced journey level class in the Analyst series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Perform a variety of complex administrative, operational, and analytical duties in support of department or division activities; perform a variety of professional and complex analyses, studies, and research projects including those regarding budget, finance, and operating issues. Provide assistance in organizational development in assigned areas; coordinate and participate in organizational studies involving administrative or operational systems, procedures, functions, processes, and techniques; identify issues; collect data; analyze alternatives; and make recommendations. Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analysis; and prepare and present reports. Implement new systems, methods, and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise on project progress; and make adjustments as necessary.



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20%	Participate in the budget development and administration for assigned area of responsibility; analyze proposed capital, personnel, operating, and maintenance expenditures; prepare reports and analyses related to impact of budgetary decisions; prepare multi-year financial forecasts; maintain related computer applications; and track and monitor budget expenditures. Plan, coordinate, and evaluate activities associated with assigned information systems and applications; participate in the acquisition, operation, and maintenance of assigned computer hardware and software; and participate in modifying computer applications. Plan, coordinate, and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; negotiate with public and private sector organizations; and administer assigned contracts. Analyze federal, state, and local legislative proposals for impact on assigned operations; prepare analysis and briefings on enacted legislation, judicial interpretations, and regulatory agency directives; and ensure department compliance.
20%	Coordinate activities associated with legal activities in assigned area of responsibility; coordinate between the department and the City Attorney's office; research and investigate circumstances as assigned; and formulate department position. Coordinate assigned services and project activities with other City departments, divisions, boards, committees, task forces, external organizations, and the general public; and respond to and resolve difficult and sensitive inquiries and complaints. As assigned, plan, prioritize, assign, review, and participate in the work of staff responsible for providing services and activities in assigned area; establish schedules and methods for providing assigned services; train assigned employees in their area of work; and ensure work quality and adherence to established policies and procedures. Plan, coordinate, evaluate, and participate in the most complex assignments in area of responsibility that may include human resources, crime analysis, traffic operations center, volunteer program, or other program services and activities.
15%	Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned field; and maintain awareness of federal, state, and local regulations.



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### **Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in a field appropriate to assigned area of responsibility which may include finance, business administration, public administration, human resources, criminal justice, or other research-intensive field.

**Experience:** Five years of full-time responsible administrative, analytical and/or budgetary experience including experience specific to area of assignment.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized software relative to area of assignment.



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<b>Senior Analyst Series:</b> Experience and degree will vary based on area of assignment.			
<b>Job Code</b>	<b>Job Title</b>	<b>Band</b>	<b>Zone</b>
12777	Senior Analyst, Budget	PRO	6
12777	Senior Analyst, Crime	PRO	6
12777	Senior Analyst, Financial	PRO	6
12777	Senior Analyst, Grants	PRO	6
12777	Senior Analyst, HR	PRO	6
12779	Senior Analyst, Housing	PRO	5

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: June 2015